

**COUNCIL for BRITISH RESEARCH IN THE LEVANT**  
**RESEARCH GRANT APPLICATION GUIDANCE NOTES**  
**GRANT OPPORTUNITIES 2021-22**

CBRL offers a variety of funding opportunities for research on the Levant in the humanities, social sciences and related fields. The grants are open, but prospective applicants are encouraged to become a member of CBRL [[join CBRL](#)] to take full advantage of CBRL's up-to-date experience and knowledge regarding research in the Levant. The Levant is defined as Cyprus, Israel, Jordan, Lebanon, Palestine and Syria. We particularly encourage applications addressing topics relating to one or more of our five current major research themes [[see here](#)]:

1. Heritage – understanding the past and its present impacts
2. States, societies and cultures of the Levant
3. Cities and urbanisation
4. Refugees, migration, displacement, and diasporas
5. Challenges of sustainability and resilience

The listed subtopics are indicative only – proposals on other topics will be assessed on their merits. Disciplinary and interdisciplinary approaches are equally welcome. Please note that as a result of a generous private donation, additional funding is available this year for work relating to Gaza.

**Funding areas include:**

1. *Travel Grants* for doctoral students registered at a UK Higher Education Institution (HEI) or post-doctoral members of staff at a UK HEI to undertake travel in the region (or outside, if a convincing case can be made that the research proposes is essential to a Levantine research topic);
2. *Project Grants* for early career and established researchers based in a UK HE institution, for example to undertake pilot work to establish the feasibility of a larger project, or to bring an established project to completion;
3. *Residential Fellowships* for early career and established researchers, either based in a UK HE institution or within 10 years of obtaining a PhD at a UK university if based in one of the countries within CBRL's remit ([The Levant - CBRL](#)), to undertake a period of research (normally three months) at the CBRL's institutes in Amman and/or Jerusalem (the Kenyon Institute);
4. *Research Support Grants* for researchers based in one of the countries within CBRL's remit ([The Levant - CBRL](#)).

Proposals for other types of research support will be considered on their merits.

**Eligible costs** include:

1. *Travel Grants*: economy travel and maintenance costs away from home (maximum award: £1,000)
2. *Project Grants*: travel and maintenance costs away from home; consumables; fees (e.g., to interpreters, government fieldwork representatives); specialist project staff; direct costs of scientific analyses; illustration costs; transcription and translation (maximum award: £8,000)
3. *Residential Fellowships*: free accommodation at the Kenyon Institute or arranged accommodation (Amman), reasonable subsistence needs, economy travel, and visas. Reasonable subsistence needs include meals, new medical or health costs, and local travel.
4. *Research Support Grants* for graduate students registered at a university in the Levant: costs of academic enrolment for the research to be undertaken; reasonable subsistence costs, consumables (maximum award: £1,000).

All expenditures must be supported by relevant receipts and vouchers.

**Ineligible costs** include: computer hardware, conference attendance, equipment [except for Schemes 2, 3 and 4 where a case must be made that they are essential], institutional overheads, payment in lieu of salary, publication, replacement teaching.

**APPLICATION DEADLINES:**

Applications open: 1<sup>st</sup> October 2021

Deadline for Applications: 1<sup>st</sup> November 2021, 5 pm

Deadline for References: 5<sup>th</sup> November 2021, 5 pm

Results will be announced no later than 31<sup>st</sup> December 2021.

Applications on the CBRL Application Form should be submitted to the UK Executive Assistant at ([info@cbrl.ac.uk](mailto:info@cbrl.ac.uk)).

**RESEARCH STATEMENT**

Provide a short (under 50 words) title and describe the research project in no more than 2,000 words for a *Project Grant* or *Residential Fellowship* and 1,000 words for a *Travel*

*Grant or Research Support Grant.* Describe in non-technical language avoiding jargon. There is no set format, but a proposal will normally: explain the significance of the project in terms of the intellectual framework in which it is situated; describe the methodology to be used and the schedule of activities; provide any further information to persuade the assessors of the project's feasibility; and describe the planned outcomes.

## BUDGET

Give the total budget in £ and show in **bold** those items for which CBRL funding is requested. Include a unit cost and a multiplier for each item of expenditure, with justification for these amounts. Funds are cash-limited, and there is no scope for supplementation of an award; projects should be fully-costed from the outset. Detail other sources to which application is being made (specifying amounts), and the result where known.

## REFEREE

ONE referee is required, external to the applicant's institution **except** in the case of Student Travel Grants and Student Support Grants. Applicants for an award should ensure that their referee writes to the UK Executive Assistant ([info@cbrl.ac.uk](mailto:info@cbrl.ac.uk)) with the header **Grant Application Reference for [Name] by the 5<sup>th</sup> of November 2021**. For students the referee would normally be the thesis main supervisor. For the other schemes, the referees should not have a formal or informal Conflict of Interest with the applicant in the sense of working closely with them but be informed enough about the applicant's CV and research plans to be able to provide a detailed comment on his/her ability to undertake the proposed research. Applications are expected have the approval of the applicant's institution.

## AWARD CONDITIONS

### *Project execution, budget expenditure, equipment*

The award is to support the research project described in the application. Prior approval must be sought from CBRL by contacting the UK Executive Assistant if it is proposed to vary the project or programme in any significant way.

Expenditure should be made in accordance with the items originally set out in the application. Expenditure may be varied between budget heads, within reason, but prior approval must be sought from CBRL by contacting the UK Executive Assistant if it is proposed to vary expenditure in any significant way. Please note CBRL is not responsible for arranging or securing visas.

Items of equipment and research resources purchased with the help of a CBRL award must be deposited on the expiry of the award with an institution (usually the recipient's own, CBRL, or otherwise as agreed with CBRL); such items do not become the personal property of the award-holder.

### *Ethical and professional standards*

The CBRL attaches great importance to the maintenance of high ethical and professional standards in the development, conduct and reporting of the research it supports. Ethical issues may encompass, among other things, relevant codes of practice; the involvement of human participants, tissue or data in research; research that may result in damage to the environment; and the use of sensitive economic, social or personal data. It is the responsibility of the award-holder to ensure that their research fully meets the research quality standards of their institution and of CBRL and to submit to CBRL a copy of their ethics clearance approved by their institution.

#### *Health and safety; risk assessment*

Before undertaking the research, the award-holder must submit to CBRL the Risk Assessment documentation that has been submitted to, and approved by, their institution. All award holders travelling to the region must consult the FCDO travel advice regarding travel to the region.

#### *Payment of award*

Except in the case of student Travel Grant and Research Support Grants, the award will normally be paid to the employing institution to administer; the award made on the understanding that the institution pays the award to the award-holder in full. Payment of the sum awarded will be made at the request of the award-holder when expenditure is about to be incurred. When requesting payment allow for at least two weeks for payments to be processed. Award-holders should additionally make allowance for the time needed by their own institution to complete its accounting procedures. Payments will only be made to UK bank accounts except for Research Support Grants. Awards must be claimed by the end of the UK financial year (31 March 2022) unless prior written approval has been granted for them to be carried over to the following financial. Awards must be expended by the end of the next UK financial year (31 March 2023). Award monies paid but remaining unspent should be returned to the CBRL.

#### *Reporting Requirements*

The **Grant Report Form** sent to successful applicants must be submitted to the UK Executive Assistant ([info@cbrl.ac.uk](mailto:info@cbrl.ac.uk)) within 2 months after the end date of the research stated in the application (or the end date approved by CBRL in the case of change), and no later than 1 month after the end of the financial year to which the grant relates (i.e., by 30 April in the following financial year). The Report Form asks for a statement of what was achieved with the award and details of its expenditure. Accounts must be supported by relevant receipts and vouchers.

In addition to the Report Form and accounts, Grantees are asked to submit materials for **an online research blog post** about the research findings. This should be 800 – 1,000 words maximum and include 4 – 8 high-resolution images. We would also like to feature updates of your research and fieldwork across our **social media channels**. If you already use Twitter and/or Facebook, we ask that you post regular news-worthy project related posts on your channels tagging CBRL (Twitter @CBRL\_news, Facebook: CBRL London) and we will retweet/share these with our wide network.

**Bulletin.** CBRL's annual bulletin highlights all CBRL funded research and activities – it appears on our website and is distributed to members. We will select a small number of research projects that demonstrate the range of disciplines/themes and geographical scope of CBRL's activities and ask those award holders to write a longer-read piece for our annual bulletin. If your research is selected, a member of CBRL staff will contact you.

On the completion of your research, if you would like to offer to organise an online seminar or other events, please contact the CBRL: [events@cbrl.ac.uk](mailto:events@cbrl.ac.uk).

Grant-holders should provide the CBRL's Executive Assistant with information on all publications relating to their project. A copy of any other publications must be provided for the CBRL library.

Grant-holders should provide CBRL with the URL of web pages that contain information concerning the project funded. Where these are not provided suitable information should be provided for the CBRL website. If no such information is provided, then CBRL may abstract information from application forms and Bulletin submissions.

Digital data, together with documentation, should be offered for deposit such as at the Arts and Humanities Data Service or ESRC Data Archive within a reasonable time after the completion of the project.

**All award recipients will be required to sign CBRL's grant Terms and Conditions and comply with the CBRL's Research Manual prior to commencing their research.**